

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>CIS-013</b>
	Subject <b>Cellular Telephones and Smart Phones</b>	
	Special Instructions Replaces CJD-013 dated May 30, 2012	Effective Date <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for the use of cellular telephones, smart phones and pagers by Department employees.

## **II. POLICY**

Cellular telephones, smart phones and pagers, both personally owned and Department issued, may be used to conduct Department business as outlined in this procedure.

## **III. PROCEDURE**

### **A. Issued Cellular Telephones (Cell Phones) and Smart Phones**

1. Authorization for issuance of cell phones, smart phones and pagers shall be determined by the Director of the Fiscal Division.
2. Cell phones, smart phones and pagers shall be issued to employees by a designee of the Assistant Chief of Staff (AC/S) Communications and Information Systems (CIS).
3. CIS shall authorize all maintenance, installation and/or transfer of equipment.
4. Employee's must use good judgment in the use of their Department issued cell phones and smart phones, and not exceed the allotted minutes of use, without being able to justify the minutes used.
  - a. Improper use/abuse of allotted time is subject to supervisory inquires and disciplinary action.
  - b. Employees may exercise DeMinimis use of Department cell phones and smart phones for limited personal use. *DeMinimis means so insignificant that it does not give rise to a level of sufficient importance to be dealt with judicially*; except, as provided in [CIS-010](#).
  - c. Department cell phones and smart phones should only be used by Indiana State Police personnel.
5. Commanders shall be notified if inappropriate use is identified.
6. The employee's use of a Department cell phone or smart phone is subject to review and any unauthorized use or abuse of it may result in restricted or loss of use.
7. When on duty, the cell phone or smart phone shall be in the possession of the employee or in the employee's commission and shall be activated at all times.

8. When off-duty in a Department commission, the issued cell phone or smart phone shall be in the commission.

9. Personnel who lose their issued cell phone or smart phone may be charged full replacement cost.

10. A cell phone or smart phone may be worn on the duty belt, but must not interfere with other equipment and must not detract from the uniforms professional appearance.

#### B. Equipment Operation

1. Cell phones and smart phones should not be dialed while operating a commission that is in motion.

2. If a cell phone or smart phone is answered while operating a commission which is in motion, the employee shall safely move the commission off the traveled portion of the roadway, as soon as possible, to continue the conversation. An exception is made for cell phones or smart phones with “hands free” operation.

3. Cell phones and smart phones shall be turned off or placed in silent mode, while attending meetings or in public places where the noise would be disruptive or annoying to others.

4. Officers shall answer incoming calls (unless operating in an undercover capacity) in a professional manor, e.g., Indiana State Police, Trooper Lazoff.

5. All cell phone and smart phone communications shall be in an accurate, concise and businesslike manner.

6. Cell phone and smart phone calls shall not be made or received if a prisoner is in the commission, unless it is required to conduct business involving the current situation.

7. Cell phones and smart phones shall be turned off while in an explosive atmosphere, e.g. hazardous material spill or at the gasoline pumps.

8. Texting while driving is prohibited.

C. Department personnel may contact personnel by cell phone and smart phone for essential or emergency communications when other means of communication are unavailable.

1. Issued cell phone and smart phone numbers shall not be routinely distributed to non-Department employees.

2. Officers shall not be given assignments by other agencies, through the issued cell phone or smart phone.

D. Cell phones, smart phones and pagers shall be returned to the Department in compliance in [FSS-006](#).

E. Personally owned cell phones and smart phones shall not routinely be used while on duty.

1. Department business may be conducted on personally owned equipment; however, the individual employee shall be liable for all costs of use, damage, or loss. The use of personal devices/phones to conduct Department business may subject the device and records from the device to legal disclosure.

2. Personal calls while on duty are allowed but shall be limited in duration and frequency as to be DeMinimis in nature.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures as well as state laws.